

**SECRET**

3 JUN 1971

MEMORANDUM FOR: Assistant Deputy Director, Personnel Security

SUBJECT : Annual OMB Management Improvement  
Plans/Report

REFERENCE : Memo dtd 24 May 71 from C/E&PD,  
Same Subject

1. This is the Security Records and Communications Division's (SR&CD) response to the subject report.

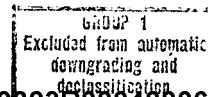
2. We in SR&CD find it difficult at our level to establish significant goals which can be expected to increase efficiency or reduce costs and be measured as stated in OMB Circular A-44 (Revised) dated 16 February 1970.

3. We continue to be quite concerned with management improvement and cost reduction and perform a continuing review of Division procedures seeking new approaches to improve the operation of the Division. We know that during the coming years we must improve our efficiency to do more with less personnel but as a service and support component of the Office of Security it is not easy for us to identify measurable goals. Our most important goal is to continue, and improve, our service to the Office of Security.

4. Our report/plans are submitted on the attached.

25X1  
[Redacted]  
Chief, Security Records and  
Communications Division

Attachments



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**DDS** **Annual Management Improvement Plan**  
**Directorate**

30 June 1972

## II - Cost Reduction Goals

Brief Description of Effort Planned During Upcoming Year	Goal or Objective of Proposed Effort
1. We plan to use Univac equipment instead of IBM data-communications equipment.	
2.	
3.	
etc.	

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**DDS** **Directorate** **Annual Management Improvement Plan**

30 June 1972

## I - Management Effectiveness Goals

Brief Description of Effort Planned During Upcoming Year	Goals or Objective of Proposed Effort
<p>1. Obtain authorization for the purchase and installation of mobile shelving as replacement shelving for some of our fixed open shelf filing equipment.</p> <p>2. <span data-bbox="39 1271 96 1300">2.</span></p> <p>etc.</p>	<p>In one area of 1875 square feet we have installed 4320 linear feet of the conventional open shelf filing equipment. The installation of mobile shelving will increase the capacity for dossiers to 7200 - an increase of 66 2/3% - thus avoiding relocation of the Division.</p>

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DDS  
Directorate      Annual Management Improvement Report

30 June 1971

IV - Cost Reduction Accomplishments FY 71

Summary of Improvement or Cost Reduction Achieved	Estimated Savings for Each of Next Three Fiscal Years			Activity to Which Savings Will be Programmed
We replaced one (1) IBM 029 Key Punch Machine and six (6) IBM 059 Verifiers with four (4) Univac 101-04 VP Key Punch/Verifiers in April 1971. A reduction of about \$564.00 in rental fees was achieved during the last quarter of FY 1971.	\$2256.00*	\$2256.00*	\$2256.00*	None. Amount of funds requested for rental fees will be reduced.

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### OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1	SA/DDS/PS	6/4/71	gab
2	ADDS/PS	6/7/71	lc
3	DDS/PS	6/7/71	tw
4			
5			
6			
	ACTION	DIRECT REPLY	PREPARE REPLY
	APPROVAL	DISPATCH	RECOMMENDATION
	COMMENT	FILE	RETURN
	CONCURRENCE	INFORMATION	SIGNATURE

Remarks:

O RETURN TO SENDER	
NAME AND PHONE NO.	DATE
C/SR&CD	6/3/71

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FORM NO. 237 Use previous editions (40)

1-67

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Annual OMB Management Improvement Plans/Report

FROM:	Deputy Director of Security for Personnel Security Room 4-E-58	EXTENSION	NO.	
			DATE	DATE
TO: (Officer designation, room number, and building)	RECEIVED	FORWARDED	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
1. Executive Officer Room 4-E-60		8 JUN 1971	<i>MM</i>	Attached are the responses to Subject requirement from the Chiefs, SR&CD, IRD and PSD.
2. C/EPD				
3.				
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